



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	Financial Analyst III
3	Posting Number	PN #110689
4	Department	Municipal Courts Administration
5	Division	Public Services
6	Section	Financial Services
7	Reporting Location	1400 Lubbock
8	Workdays & Hours	All Shifts, days, and holidays* *Subject to change
9	DESCRIPTION OF DUTIES / ESSENTIAL FUNCTIONS Responsible for closely monitoring and reconciling outstanding parking fines owed by rental companies and other companies. This responsibility will include working closely with city legal department and collections vendor and defendants. Monitors all expenditures related to the Case management project, collections contract, and other projects and/or contracts as requested. Closely work with vendors (Maximus and Deloitte and Touche) to resolve expenditure problems related to contract payment. Reconcile departmental credit card payments and online credit card payments. Assist the cash management area with the preparation of journal vouchers as needed. Assist in the reconciliation, review and preparation of departmental revenue budget and budget process of multiple funds including: revenues, cash receipts, revenue forecast. Prepare daily, weekly, monthly and annual reports. Compiles and interprets statistical data analyzing and assessing departmental operations. Prepares financial forecast and projections. Assists Assistant Director in special projects as needed. Maintain highest professional level of customer service by utilizing efficient problem-solving techniques to address customer concerns and inquiries.	
10	WORKING CONDITIONS General office settings. May require traveling between departmental locations for meetings and related assignments.	
11	MINIMUM EDUCATIONAL REQUIREMENTS Requires a Bachelors degree in Finance, Accounting, Business Administration, or a closely related field.	
12	MINIMUM EXPERIENCE REQUIREMENTS Four (4) years of professional experience in finance, economics, budget analysis or a closely related area are required. A Master's degree in Business Administration, Accounting or a closely related filed may be substituted for two years of the above experience requirement.	
13	MINIMUM LICENSE REQUIREMENTS None.	
14	PREFERENCES Proficient in Windows and Microsoft Office products (Outlook, Word, PowerPoint, Excel, etc.)	
15	SELECTION/SKILLS TESTS REQUIRED None. However, the department may administer and the applicant must successfully complete a computer skills assessment.	
16	SAFETY IMPACT POSITION <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.	
17	SALARY INFORMATION Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is: <div><div>Salary Range - Pay Grade 21</div><div>\$1,211 - \$2,257 Biweekly \$31,486 - \$54,834 Annually</div></div>	
18	OPENING DATE	May 24, 2006
19	CLOSING DATE	May 31, 2006
20	APPLICATION PROCEDURES Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1 st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0243. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.	
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